

Sample Thank You Letter to Boss for Bonus

From,
Peter Archer
9878 Marcus Street
Hawaii 46544
(454) 444-0000

25-09-2013

To,
Kater Piller
98/98 Meter Road
Washington CO 7856
(368) 567-56466

Subject: (_____)

Respected Kater Piller,

I Peter Archer working as ----- (mention designation) in the ----- department would like to inform you that I have been working with the company since ----- (mention the dates).

During my tenure, I have worked on several projects and they all have turned out to be successful and appreciated by the clients as well. Now after ----- years, when I received the bonus of ----- I would like you to thank you for considering my hard work and efforts in the team.

Once again, I would like to express my gratitude and thanks to you for giving me the bonus and I hope to continue to give my best to the work.

Yours sincerely,
(Your Signature)
Peter Archer

